



Challenge: Into what languages has "Bridge" been translated below?



Puente

# The Bridge

Brug

Bruecke

Premosnik

A publication from CHRA-E, HRDD

WINTER 2006-2007  
6TH EDITION

## IT PAYS TO KNOW NSPS

Preparing yourself for pay for performance instead of pay for length of service is vital to your success under the National Security Personnel System (NSPS).

Training abounds to help you understand what NSPS is all about. Both online and in the classroom, all civilian employees as well as supervisors and managers of civilian employees find that these training opportunities assist greatly in transitioning

to this new management system.

Fundamental to NSPS are these points:

- Increasing communication between supervisors and employees
- Linking individual performance to organizational goals
- Clearer understanding of everyone's roles and responsibilities
- Everyone at all levels being held accountable for performance

SEE THIS WEBSITE  
FOR IMPORTANT AND  
CONTINUALLY  
UPDATED NSPS  
INFORMATION AND  
TRAINING



The URL for the CHRA-E website has changed from [www.chra.eur.army.mil](http://www.chra.eur.army.mil) to

<http://cpolrhp.belvoir.army.mil/eur/index.htm>.

Be sure to update your favorites and bookmark with this new link.

## WHAT AND WHERE IS NSPS TRAINING BEING HELD IN EUROPE?

## WHAT

Each military community is hosting sessions of two mandatory NSPS courses:

## 1-day NSPS Performance Management for Employees

## 2-day NSPS Performance Management for Managers and Supervisors

*These courses are scheduled for organizations two – four months before employees transition to NSPS. There will be more courses this summer for USAREUR and other employees who transition in the fall.*

WHERE

To see the schedule of what is offered in your community, go to the CHRTAS website and

1. For Region, select **0100, CHRA, EUROPE REGION**
2. For Course Number, select **NB7ATE** for the **Employee course**; **NB7ABS** for the **Manager/Supervisor course**.
3. This will bring up the locations and dates. Choose from the options listed.
4. If any questions concerning local NSPS training, contact either your organization's NSPS Transition Manager or your servicing CPAC.

[illegible]

All employees need a profile in CHRTAS.

If anything has changed, for example, your phone number, supervisor, or personal information, be sure to update your CHRTAS profile.

A CHRTAS tip is on Page 4.

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# Current Course Schedule

Note: This course schedule is *constantly* updated.  
Check our website, <http://cpolrhp.belvoir.army.mil/eur/index.htm> frequently  
for latest changes and further information.

**Application deadlines are normally three weeks prior to the class starting date.**

There is a limited, centralized fund for the tuition costs for civilian workforce and leadership development for FY07. Courses are scheduled based on the Training Needs Assessment received from IMCOM, USAREUR, and other organizations. More courses will be offered throughout the fiscal year based on mission essential needs. Organizational leaders can contact their CPAC or CHRA-E HRDD to discuss organizational needs and training classes.

DATES	Course	Location
22-24 January 07	Basic English Writing Skills	Seckenheim
22 Jan – 2 Feb 07	Army Installation Logistics Course	Seckenheim
24-25 January 07	Customer Service-DTF	Chievres, Belgium
24-25 January 07	Customer Service-DTF	Mannheim
24-25 January 07	Customer Service-DTF	Stuttgart
25-26 January 07	Communication Skills	Seckenheim
29 Jan – 1 Feb 07	Effective Briefing Techniques	Seckenheim
5-9 February 07	Enhanced Def Fin Mgmt (EDFMT)	Seckenheim
12-16 February 07	Essentials of English	Kaiserslautern
14-15 February 07	Customer Service-DTF	Kaiserslautern
14-15 February 07	Customer Service-DTF	Mannheim
14-15 February 07	Customer Service-DTF	Grafenwoehr
14-15 February 07	Customer Service-DTF	Vicenza, Italy
20-23 February 07	Report Writing	Hanau
26-28 February 07	Basic English Writing Skills	Grafenwoehr
1-2 March 07	Communication Skills	Grafenwoehr
6 March 07	How to Present Like a Pro	Seckenheim
7-9 March 07	Intermediate English Writing Skills	Seckenheim
19-21 March 07	Basic English Writing Skills	Heidelberg
22-23 March 07	Communication Skills	Hanau
23-27 April 07	Enhanced Def Fin Mgmt (EDFMT)	Seckenheim

## WHO APPROVES WHAT?

Your **supervisor approves** your **time** to be in class. Your supervisor also authorizes and forwards your training application to us in CHRA-E, HRDD.

**CHRA-E, HRDD approves or disapproves** your **space in a class based on the course criteria (student requirements, maximum number of seats) ONLY AFTER WE RECEIVE THE APPLICATION FROM YOUR SUPERVISOR.** You will receive notification concerning your status by email at least a week before the class begins.

If you do not receive any information by 5-7 days prior to the start date, send an email inquiry to [hrd.inq@cpocean.army.mil](mailto:hrd.inq@cpocean.army.mil).

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# CHRTAS TIP!

## CHECK AND UPDATE YOUR PROFILE

Our web-based course registration, "**Civilian Human Resources Training Administration System (CHRTAS)**," works best for you and for us *only* if the information about you is correct and current. Go to your profile by entering our website:  
<http://cpolrhp.belvoir.army.mil/eur/index.htm>

Check your CHRTAS profile now to confirm the information. One very big item is if you are a supervisor. Simply put, if you rate and sign an annual performance appraisal for an employee(s). Other things like an email change, a phone number change, a misplaced dot in an email address, changing jobs, your new NSPS designation (YA, YS, etc.), changing supervisors, and changing mailing addresses can make a considerable difference in whether or not you can register for a class and in our ability to contact you.

SAVE TIME AND TROUBLE LATER BY BEING ACCURATE NOW!

Go **HERE** to update your CHRTAS profile



Training records are automatically updated in DCPDS when you complete a CHRA course (if the CHRTAS system was used for registration). This occurs for both U.S. and LN/HN employees.

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## **CIVILIAN EDUCATION SYSTEM**

CES is being developed and staffed with the Major Commands. The information we have received is very limited. As CES is further developed and implemented, we will provide updates.

### **What is CES?**

Civilian Education System (CES) will be a competencies-based education system designed to develop and grow civilian leaders. The training will be progressive, sequential and mandatory for supervisors.

### **When will CES be implemented?**

The Army Civilian Foundation Course is the first CES course to be implemented. The proposed date of implementation is January 2007. Full implementation of CES is anticipated in 2008.

### **What Courses are in the CES Plan?**

The CES concept plan included four sequential and progressive courses:

#### **#1 The Army Civilian Foundation Course**

This course is under development and will be designed for civilians entering the Army workforce with various levels of previous experience. This course will be offered through online learning.

#### **#2 The Civilian Leader Basic Course**

Designed for leaders who exercise direct leadership to effectively lead and care for teams. This course is to be a combination of online learning and resident attendance.

#### **#3 The Civilian Leader Intermediate Course**

Designed for civilian leaders who exercise direct and indirect supervision.

This course is a combination of online learning and resident attendance.

#### **#4 The Civilian Leader Advanced Course**

Designed for civilian leaders who exercise predominately indirect supervision. This course is a combination of online learning and resident attendance.

### **What will happen to LEAD?**

A memo from the Chief, Civilian Leadership Training Division dated 17 Mar 06 stated that the LEAD course will be incorporated into the CES – this initiative is in response to the recommendation of the Army Training and Leader Development Panel (ATLDP) Phase IV (Civilian), dated 24 February 2003. **When the new CES courses become available, the LEAD course will be phased out in Europe.**

### **Is LEAD still going to be offered in Europe?**

With the current stock of materials, we are able to offer a small number of LEAD sessions during the upcoming year.

CHRA-E HRDD will provide CES-related information as it becomes available to ensure you receive the latest news.

More information can also be found by going to <http://www.amscc.belvoir.army.mil/>  
The CES link is in the upper right section.

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## YOUR LEAD QUESTIONS ANSWERED

**Question:** The LEAD class is mandatory training for me because it's on my Individual Development Plan (IDP). My boss said I have to have this class. Why can't I get in?

**Answer:** The IDP is intended to be a plan that outlines training and development for your career.

The LEAD course is in high demand; there are approximately 3-4 applicants for each seat. Priority is given to applicants in the following order:

**Priority 1:** The target population is all new supervisors appointed within the past 12 months.

**Priority 2:** Individuals who have been in supervisory positions between 12-26 months.

**Priority 3:** Supervisors appointed to supervisory positions over 36 months.

**Priority 4:** Team Leaders.

**Priority 5:** All others.

**Question:** What can I do to move my name up on the priority list? I've just got to get in!

**Answer:** If you fit one of the above priority categories, you will be considered for a slot in one of the remaining LEAD sessions. It is not possible to move your name up further on the priority list. Remember that the Civilian Education System (CES) will soon be implemented, providing you this supervisory training.

**Question:** I want to take LEAD Train the Trainer (TTT). When are you going to be offering it again?

**Answer:** The LEAD curriculum is undergoing revision. **No further LEAD TTT classes will be offered due to the new Civilian Education System (CES).**

**Question:** Our organization wants to host a LEAD class; we have fifteen people who need it. What can we do?

**Answer:** Send an inquiry to [inq.hrd@cpocean.army.mil](mailto:inq.hrd@cpocean.army.mil). Keep in mind that the LEAD class succeeds based on the interaction of a diverse population of participants; conducting the LEAD class solely for one organization is counter-productive and discouraged. Depending on the factors involved, however, it could happen that an organization hosts a LEAD class for a particular geographic location wherein a number of seats are reserved for that organization but the rest are available to other participants.

**Question:** Why aren't there more LEAD classes in Europe? There's not enough!

**Answer:** LEAD is provided by a limited number of volunteer LEAD facilitators who must have their supervisor's approval to conduct a LEAD session. We will provide LEAD training until our supply of materials runs out. This means that there will be a limited number of LEAD sessions scheduled during the first quarter of FY07. The new CES curriculum will include a replacement for LEAD.

**Question:** My boss approved me to go to the LEAD class next week. Where are my reporting instructions?

**Answer:** Unless you have received an email directly from either CHRTAS or the LEAD course manager, you are **not** in the class. An employee's supervisor is not the final approval authority for an allocation in the LEAD classes; **this final approval authority rests with CHRA-E, HRDD.**

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# NO MONEY-NO TRAINING? NO-COST OPTIONS PART 1: WEB-BASED OPPORTUNITIES



KRIS WHEELER, SENIOR HR SPECIALIST & TRAINING GURU  
CHRA-E, HRDD

Are you familiar with the phrase, "Sorry, there's no money for training?"

Don't let the 'no money' woes stop you from getting the training you need or from pursuing your own self-development, my friends!

With this in mind, here is the first of a multi-part series in which I will offer you some ideas for no-cost or low-training options.

In these days of declining budgets, rightsizing, and transformation, it seems that the first thing to go is money for training. Well, let's take a look at the positive side! There are several ways around this dilemma. The lack of money—whether from the government or your own pocketbook—doesn't have to be the prohibiting factor in your being able to gain skills and pursue professional, personal, and career development.

No-cost options are available and easy to do. The catch is that you do have to be fairly self-motivated. If your goal is to educate yourself and increase your marketable skills and promotion potential, then the investment of time and energy you put into your own training and development is well worth it.

The answer to this calls for a bit of lateral thinking. Lateral thinking means exploring the possibilities and thinking "outside the box."

A good example of lateral thinking is this puzzle. Pretend you have a huge, delicious, chocolate cake and you have to cut it into eight even pieces to share with your friends, but you can only do so using three straight cuts. How do you do it?

Solving this problem is not really possible unless you use some stretch of the imagination; the same stretch of the imagination that you need in order to obtain training with no money.

First, eliminate a mind block. Training does not have to be on government time using government funds. Let me offer you a new viewpoint of training. Training means developing the skills you need or desire to have—using whatever resources are available to you.

Whether these resources consist of government time and money or your own time and money, that doesn't matter. What matters is the fact that you have found a way to enhance your ability to do your work and have some mental growth in the process.

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Let's talk about some ideas for getting free training, and then we will solve the cake problem.

Web-based resources are almost unendless. One important website for those of us working for the U.S. Army is the Army e-Learning site,

<https://usarmy.skillport.com>. Both technical and non-technical courses, ranging from correspondence techniques, stress management, time management, leadership training, business skills, performance management, and foreign languages provide all kinds of learning opportunities.

Any Army employee can register to take free classes through Army e-Learning; there is no cost to you or your organization. Over 2,000 courses are available anytime, anywhere, 24 hours a day, 7 days a week. Some courses offer the possibility of college credit, certification, or promotion potential.

So, that's a start. If you have some other ideas to share, email them to me at [Kris.Wheeler@cpoceur.army.mil](mailto:Kris.Wheeler@cpoceur.army.mil) and I will feature them in an upcoming issue.

Oh, by the way. What is the answer to the cake problem? How can you cut that luscious chocolate cake into eight equal pieces using only three straight cuts?

Here it is. Make your first cut splitting the cake downward, exactly in half. For your second, make a cut at 90 degrees, dividing the cake into four equal pieces.

Now for your THIRD cut...take your knife and slice the cake horizontally (where the middle icing would be) all the way through. Now you have eight equal pieces....as well as a creative way to say **YES** to free training and to your own personal and professional growth!



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## WEB SITES TO KNOW

What	Where	Why
Army e-Learning	<a href="https://usarmy.skillport.com">https://usarmy.skillport.com</a>	Free on-line training classes, including Rosetta Stone Foreign Language courses.
NSPS	<a href="http://cpol.army.mil/library/general/nsps/">http://cpol.army.mil/library/general/nsps/</a>	NSPS 101; latest updates on NSPS conversion.
Army Command and General Staff College	<a href="http://www-cgsc.army.mil/">http://www-cgsc.army.mil/</a>	Links to Army schools, including Center for Army Leadership (CAL). Lots of helpful training information.
Deputy Chief of Staff, G-1	<a href="http://www.per.hqusareur.army.mil">http://www.per.hqusareur.army.mil</a>	General information concerning USAREUR; links to organizations and general news.

Hey, how do you know so much about NSPS, good buddy?



Easy! I took NSPS 101 online. You should, too. In fact, civilian who are being converted to NSPS and their supervisors need to pass this short course. Be smart~~sign up now!

NSPS 101

<http://cpoc.army.mil/library/general/nsps>

Answer to what languages "Bridge" is translated into on the first page:

Bruecke	German
Brug	Dutch
Ponte	Italian and Portuguese
Presmusnik	Croatian
Puente	Spanish

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